

# CITY OF CHICOPEE

## Department of Public Work

### PARKS DIVISION

687 Front Street Chicopee, MA.

RECREATION OFFICE 413-594-3481 413-594-3486 (fax.)

Carolyn Porter  
Superintendent

Richard Maciolek  
Assistant Superintendent

Parks and Recreation Commission Meeting Minutes Tuesday, March 28, 2017

**A. Call meeting to order: 7:05pm made by Comm Ziemba.**

**Attendance: Commissioners Fenton, Buxton, Ziemba, Bresnahan and Parks Superintendent Porter.**

**B. Motion for approval of meeting minutes for February 28, 2017 made by Comm. Buxton. Second by Comm. Fenton. Approved.**

**C. Meeting suspended at 7:05 for Public Input - Public attendees: Community Garden Representatives Harry Brandt and Kimberly Morrisette, Sean Goonan. Community Garden Representatives provided status of upcoming garden season. Season begins April 15th. Supplies/materials requested: wood chips, water, compost bins, tools, noteboard. Other topics discussed: wall mural at Lincoln Grove and possible garden expansion to Nash Field. Sean Goonan discussed Farmers Market. All were in agreement that Szot Park parking lot was best location for market. Other topics discussed: Law Dept. approval of hosting Farmers Market in park, vendor insurance requirements, and Valley Opportunity Council input/recommendations. Meeting called back into order at 7:48pm.**

**D. Communications:**

1. Request from Bob Dziedzic regarding the use of Szot Park Fortin Field for the Legion Baseball Program. A home game schedule has been provided. June 6 – July 7<sup>th</sup>. **Motion to approve made by Comm. Buxton. Second by Comm. Fenton. Approved**
2. Request by Seneca Wilson and Bruce LaFortune to use the Szot Park gazebo October 13, 2017 for a wedding ceremony Noon – 3:30pm. **Motion to approve made by Comm. Buxton. Second by Comm. Fenton. Approved**
3. Request by AJAC youth soccer PVJSL home fields at Sarah Jane Sherman Park and Williams Park. **Motion to approve made by Comm. Buxton. Second by Comm. Fenton. Approved**
4. Request by AJAC to host a Soccer Clinic at Szot Park on Moge Field July 17-20 9am – 12pm for children 6-14yrs of age. This program is in partnership with the New England Revolution. **The Commission requested more information and suggested representatives from AJAC attend next Commission meeting.**
5. Request by Chicopee High School to use Szot Park for Graduation on June 1, 2017 8am – 9pm. **Motion to approve made by Comm. Buxton. Second by Comm. Fenton. Approved**
6. Request by Tim Sugrue to name a diamond at Sarah Jane Sherman Park after a Vietnam veteran Tom Wilk who was killed in Vietnam. **Commission agreed to deny based on the request not meeting the minimum acceptable criteria established by the Parks Naming Policy. Parks Superintendent Porter was asked to reply to Mr. Sugrue to notify him of the Commission's decision.**
7. Request by Inter-Church Slow Pitch Softball League for the use of Szot Softball field #1 and both Rivers Park softball fields for the regular season. Tuesday's April 25 – July 31 with double headers on each night beginning at 5:30pm. **Motion to approve made by Comm. Buxton. Second by Comm. Fenton. Approved**

8. Request by Inter-Church Slow Pitch Softball League for the use of Szot Softball field #1 with lights and scoreboard for June 20 from 5-10pm for an All-Star double header. **Motion to approve made by Comm. Buxton. Second by Comm. Fenton. Approved**
9. Request by Inter-Church Slow Pitch Softball League for the use of Szot Softball field #1 and both Rivers Park softball fields for Playoffs Tuesday's Aug 1, 8, and 15. With lights on for a 3<sup>rd</sup> game on each day if needed. **Motion to approve made by Comm. Buxton. Second by Comm. Fenton. Approved**
10. Request by Inter-Church Slow Pitch Softball League for the use of 3 softball fields at Szot Park on August 19<sup>th</sup> for the State Championship. **Motion to approve made by Comm. Buxton. Second by Comm. Fenton. Approved**
11. Communication received from the Law Department indicating that staff attorneys have been identified for various City departments. Parks Department's assigned attorney is Kevin Corridan. **For information only.**
12. Request by Bowe School for use of Szot Park upper field, playground area and pavilion on June 16, 2017 at 10 am– 1:30pm. **Motion to approve made by Comm. Buxton. Second by Comm. Fenton. Approved**

#### 13. Other Communications

### E. Recreation Report

1. Adult Leagues: Team Captain organizational meeting for Men's Women's and Co-ed softball leagues were held March 20. Seasons to begin end of April.
2. Youth Rec Leagues: Boys and Girls Lacrosse, Softball, Baseball. Initial meetings were held March 21.
3. OPEE Flyer is available. Sat registration day is April 8. At DuPont Middle School gym. New logo for OPEE will be on t-shirts. **Commission reviewed t-shirt logo that was chosen from all those submitted by OPEE campers. It was noted that the design had been professionally modified and was now significantly different than the original submittal. Recommendation made to update logo to look more like the original.**
4. Aquatics Programs: Swim Lessons are running now and a new class will begin April 10. Adult lap and water walking until April 12,
5. Youth and Adult Martial Arts classes are continuing Monday and Wednesday. Youth classes are being sold out.
6. Pre-School program which meets Monday mornings has been well attended. It is a collaborative effort with Holyoke Chicopee Coordinated Family and Community Engagement. This program has served over 120 children since it began in Sept.
7. Springfield Thunderbird Hockey tickets are on sale at \$16, saving residents \$5. There are 21 tickets left for the final 6 games. Season ends April 15.
8. Let's Gogh Art Program will be offering themed art programs for April School vacation week.
9. CPR & AED classes are being offered Wednesday April 19, 9 – 12 at Front Street Office
10. Baby Sitting Training is being offered Tuesday April 18, 2017 9 – 2pm at Front St Office.
11. Lifeguard Training is being offered 2 times this spring. One class meets for 3 Saturdays in April and the other for 3 Sat in May.
12. Easter Egg Hunt is scheduled for 10 – 11:30, April 15 at Szot Park with a rain location of CHS. Chicopee Youth Lacrosse is assisting this year. Sponsors include First Central Bible Church, Peoples Bank, Holyoke Blue Sox, and Burger King
13. Parks Clean-up day will be May 6, 2017
14. Relay for Life May 12 – 13 at Szot Park Stadium field.
15. **Movie nights - (3) planned for the season.**

### F. Maintenance Report

1. **On-going:** Property line brush removal, leaf and stick pick up, weekly trash run, snow removal, sidewalk clearing and sanding, Cemetery burials,

2. **Special Projects complete:** construction of 2 leaf boxes and media shed, assembly of new player benches, ADA compliance corrections in comfort stations, fire extinguisher inspections, clean out of Cemetery building and behind Front Street Office. Removal of snow from tennis courts.
3. **Spring Projects upcoming:** Szot Dugout construction, player bench installation at various fields, fitness equipment at Wisniowski, Safety surfacing at LG, Fairview, Williams, Ash. Swapping out a swing at Fairview, installation of a garage door at Cemetery building to make it possible to store equipment.
4. **Parks Labor Force:** Open positions (1) GL9 – Heavy Equipment Operator, (3) GL 5 MEO Laborers. Posting closed March 15. Applications reviewed March 20. Positions reposted..

**G. Old Business:**

1. Wisniowski Park-Our Common Backyards Grant update. Phase II w/ CDBG funds. Fitness station equipment has been delivered and will be installed in the spring by Parks Labor. Basketball court will be color coated by Mt. View. Historic sign has been designed. Ribbon cutting celebration will be held in the spring or summer at Mayor's direction in conjunction with Family Barbershop.
2. Update Szot Gateway Grant – Becker Custom Trailers sound system will be installed by Jay Buckley of Chicopee Comp High School. A separate unit for the Szot Stadium field is being designed for when the press box is not in use. Softball field dugout project moving forward with dugout delivery expected in April. A crane has been secured. Job Corp is on board for building the knee wall. Construction under the supervision of Jeff Neece in a collaborative construction with Parks and Highway DPW Divisions.
3. Ray Ash Park pool update: Construction Dynamics is on schedule with the construction phase of the new Ray Ash Pool.
4. Sarah Jane Sherman Park CDBG Project: Architect firm of Milone and Macbroom developing bid specs which will be advertised, completion of this project by June 30 has been developed in consultation with DPW Superintendent, Purchasing and Community Development.
5. Other Old Business.

**H. New Business:**

1. Parks Department budget recommendation for FY 2018. **Motion to approve Parks Budget made by Comm. Fenton. Second by Comm. Bresnahan. Approved. Motion to approve Recreation Budget made by Comm. Buxton. Second by Comm. Fenton. Approved.**
2. Lincoln Grove Community Garden – Plot applications are available at Office
3. Farmers Market proposed for Szot Park. **See public input.**
4. Trash and recycling in Parks – **Commission in process of reviewing and benchmarking of best practices for recycling in public spaces.**
5. Seasonal Employee Pay rate increases – recommendation – **Review at next meeting.**
6. Repair and renovation of City Courts proposal. **Priority ranking of all city tennis and basketball courts completed by Parks Department based on condition and need for repair.**
7. Department Policies Review – **No policies presented for review.**
8. Pools: Pass Fees, summer usage, schedule. **No change to pool fees. Number of lifeguards will dictate schedule.**
9. Other New Business

**I. Assistant Superintendent's Report:**

1. Managing spread sheet for Szot Park Gateway Grant, Wisniowski Park CDBG, Ray Ash Pool funding, Pool design and renovation account.
2. Responsible for PARC Grant State reimbursement and quarterly reporting reports for Ray Ash Pool Project
3. Working directly with Chicopee High Schools Athletic Director Mike Thompson to coordinate field usage for spring sports
4. Representative on Suburban Basketball Board & League coordinator for the Red Division.
5. Interface with Springfield Thunderbird organization for hockey tickets
6. Working on Department policy manual.
7. Processing all CORI's for Coaches, referees and scorekeepers

8. Responsible for payroll processing due to the Sr. Clerk's absence this winter.
9. Working on stewardship report for Westover Industrial Gate Parks to be submitted to the Federal Lands to Parks Program of the National Parks Service.
10. Summer Food Program Application being completed
11. Planning Summer Concert Series – booking bands
12. Planning Fireworks for July1
13. Planning Movie Nights.

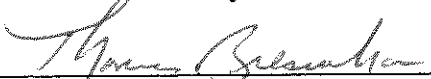
J. Next Meeting: April 25th, 2017 7PM

K. **Motion made to adjourn meeting at 9:17pm made by Comm. Bresnahan. Second by Comm. Fenton. Approved.**

L. **Documents presented at March 28th, 2017 Commission meeting:**

- a. **Commission Report submitted by Recreation Supervisor Dan Woodill, dated 3/28/17**
- b. **Parks Commission Meeting Minutes from meeting on February 28th, 2017**
- c. **Email from Robert Dziedzic with attached schedule for the Chicopee Post 452 Legion Baseball schedule.**
- d. **Letter from Seneca Wilson and Bruce LaFortune requesting use of the Szot Park gazebo on October 13, 2017 for a wedding ceremony**
- e. **Email request for AJAC youth soccer PVJSL for home fields at Sarah Jane Sherman Park and Williams Park.**
- f. **Letter from Paul Marques, AJAC President, requesting use of Moge Field at Szot Park for soccer camp with New England Revolution.**
- g. **Letter from Chicopee High School Principal, Jim Blain, requesting use of Szot Park for CHS Graduation ceremonies.**
- h. **Email from Mary Ann Blinn with attached Community Garden Application.**
- i. **Letter from Harry Brandt, 2<sup>nd</sup> Grade Teacher at P.E. Bowe School requesting use of Szot Park for 2<sup>nd</sup> grade field trip.**
- j. **Letter from Mr. Tim Sugrue proposing to name baseball field at Sarah Jane after Tom Wilk**
- k. **Letter from Inter-Church Softball League requesting use of fields at Szot and Rivers Parks**
- l. **Letter from Inter-Church Softball League requesting use Szot #1 for an All-Star Doubleheader on June 20<sup>th</sup>.**
- m. **City of Chicopee Assigned Department List for Staff Attorneys**
- n. **Copy of proposed Camp Opee t-shirt logo**
- o. **List of Parks Department Labor Force Projects for the Spring**
- p. **DPW Parks and Recreation FY2018 Budget Summary Sheet**
- q. **Detailed Parks Budget Sheets**
- r. **Detailed Recreation Budget Sheets**

**Minutes Submitted by:**

  
 Thomas Bresnahan  
 Commission Secretary

6-19-17  
 Date